



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INVESTMENT OFFICER I, CalSTRS

\$3,330 - \$6,325

**COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH
CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN)**

Los Angeles

(Limited Term/24 Months – may become permanent)

RESPONSIBILITIES:

Under the supervision of the Division Chief, California Organized Investment Network (COIN), the Investment Officer I serves on a team providing investment consultation between the California Department of Insurance (CDI), the insurance industry, investment funds, community development organizations, and community advocates. The Investment Officer I facilitates COIN's Community Development Financial Institutional (CDFI) Tax Credit Program. The Investment Officer I researches and compiles investment data; analyzes and evaluates investment risks, and reports findings and recommendations to COIN leadership, insurers, and non-profit and for-profit organizations in support of CDI and COIN's mission, vision, and strategic objectives. This position requires a high degree of quantitative aptitude, investment knowledge, communication skills, and integrity.

The tasks are performed using a personal computer and Microsoft (MS) Word, Excel, Access, PowerPoint, Outlook, as well as investment and economic impact software programs that require a high degree of technical skill.

DESIRABLE QUALIFICATIONS:

- Possess strong analytical and critical thinking skills
- Demonstrated ability to exercise sound judgment
- Ability to draft legislation, investment summaries, and quarterly and annual program report proficiency with Microsoft Office software programs: Word, Excel, Access and PowerPoint
- Demonstrated ability to create and manage sophisticated financial tools including, but not limited to, pivot tables, charts, regressions, Monte Carlo and/or Black Shoals
- Two or more years of experience performing company/fund/investment valuations using public company comparables, precedent transactions and discounted cash flow models
- Proficiency in creating five-year financial projections for tax credits, loans, equity-like debt instruments, and equity investments Publication in an academic or professional journal
- Proficiency with Bloomberg, IMPLAN, and NAIC software
- Ability to interact successfully in a team environment

10/29/15 LH

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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- Demonstrated ability to express ideas and information clearly, accurately, and in an organized manner both verbally and in writing
- Tact, initiative, and flexibility
- Ability to work in a high-rise building
- Ability to multi-task with changing priorities
- Ability to meet multiple deadlines
- Willingness to travel statewide, out of state, and overnight by car, bus, train and airplane

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application, and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates To the desirable qualifications listed above. The Statement of Qualifications serves as documentation Of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Investment Officer I level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), Statement of Qualifications and proof of meeting the minimum qualifications to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "INVESTMENT OFFICER I, PSN # 413-384-7338-652" ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Lynda Harris at (916) 492-3300.

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FINAL FILING DATE: **Until Filled**

NOTE: Interested Individuals, including those with list eligibility, must submit an Examination/Employment Application (STD. 678) in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If you are applying for more than one job opportunity, a separate Examination/Employment Application (STD. 678) is required for each job.

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